

REGION 2 Hospitals / Healthcare Emergency Preparedness Coalition (HEPC) Meeting  
AGENDA and MINUTES  
April 16, 2014

TOPIC	DISCUSSIONS, ACTIONS TAKEN AND RESPONSIBLE PERSONS
Welcome and Introductions	<ul style="list-style-type: none"> <li>All attendees sign-in for documentation of attendance. <ul style="list-style-type: none"> <li>Attendance to HEPC meetings is a requirement for eligibility in receiving the HHS Grant (50% attendance required).</li> <li>Copies of the HEPC meeting sign-in sheet are posted on the ESF-8 Portal.</li> </ul> </li> </ul>
Approval of Meeting Minutes	<ul style="list-style-type: none"> <li>A copy of the March HHS Grant Rounds Meeting minutes will be sent to members as soon as received. <ul style="list-style-type: none"> <li>Minutes of all meetings are posted on the ESF-8 Portal after participant approval.</li> </ul> </li> </ul> <p><i>Any facility that is unable to access or print the documents from the "Public Documents" section of the portal should contact Henry Yennie at Henry.yennie@la.gov for assistance in resolving the problem.</i></p>
<b>OLD BUSINESS</b>	
Regional Plan: Mass Fatality	<ul style="list-style-type: none"> <li>This project is currently on-hold but will be addressed in 2014.</li> </ul>
<b>NEW BUSINESS</b>	
Hospital Designated Regional Coordinator (DRC) Report	<p><u>Grant Information</u></p> <ul style="list-style-type: none"> <li>Continuity Planning for Region 2 HEPC to include alternates for the current Hospital Designated Regional Coordinators. <ul style="list-style-type: none"> <li>Discussions will be held in 2014 as part of the regional COOP Plan development.</li> </ul> </li> </ul> <p><u>Upcoming Events</u></p> <ul style="list-style-type: none"> <li>Site visits: <ul style="list-style-type: none"> <li>Hospitals have been identified and have been notified via hardcopy letters.</li> <li>Liz Harmon, the Region 4/5 Administrative DRC has been assigned to conduct Region 2 site visits. She will be contacting hospitals to schedule dates and times. <ul style="list-style-type: none"> <li>The Region 2 HDRCs will accompany Liz of some of the site visits.</li> </ul> </li> <li>Liz will be responsible for contacting hospitals to schedule dates and times.</li> <li>The deadline for completion of all site visits is June 30.</li> </ul> </li> </ul> <p><u>ESF-8 Portal Update</u></p> <ul style="list-style-type: none"> <li>HVA Tool: A workgroup has been formed to create a tool within the portal for facility-specific HVA that can be combined into a Regional HVA. Connie is representing Region 2 HEPC on this workgroup.</li> </ul>
Office of Public Health	<ul style="list-style-type: none"> <li>Priscilla Williams to provide update. <ul style="list-style-type: none"> <li>No updates noted.</li> </ul> </li> </ul>
EMS Designated Regional Coordinator (DRC)	<ul style="list-style-type: none"> <li>Mike Hammett to provide update. <ul style="list-style-type: none"> <li>No updates noted.</li> </ul> </li> </ul>
LERN (Louisiana Emergency Response Network)	<ul style="list-style-type: none"> <li>Ted Colligan to provide update. <ul style="list-style-type: none"> <li>Ted was not in attendance but sent a correction for the date and time of the next LERN meeting</li> <li>The next LERN meeting is scheduled for April 24 from 4:00-5:30pm at the EBR-EMS Building. <ul style="list-style-type: none"> <li>This is an open forum meeting and all HEPC members are invited to attend.</li> </ul> </li> </ul> </li> </ul>
Training - Upcoming Opportunities	<p><u>HSEEP (Homeland Security Exercise and Evaluation Program)</u></p> <ul style="list-style-type: none"> <li>At this time hospitals are not required to follow the HSEEP guidelines, but all government agencies are required to follow these guidelines. These trainings are being provided to allow hospitals to become familiar with the program for possible future compliance</li> </ul>

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	<p>requirements.</p> <ul style="list-style-type: none"> <li>Katie McCoy from GOHSEP provided a presentation on HSEEP. This was not a formal training but instead provided attendees with oversight into the aspects of the program. <ul style="list-style-type: none"> <li>See attachments for Katie's presentation.</li> </ul> </li> <li>It was also noted that there is a FEMA web-based training that requires 2 hours per day for a total of 4 days. There is a long wait list, so early registration is suggested.</li> </ul> <p><b>START Triage Training-Upcoming Event Notification</b></p> <ul style="list-style-type: none"> <li><b>Justin Alleman from Acadian Ambulance will offer training on May 7.</b> <ul style="list-style-type: none"> <li><b>Two sessions will be held. 8:30-9:30 and 1:00-2:00 at MOHSEP. You only have to attend one session.</b></li> <li><b>All hospitals are invited to send appropriate staff to the training which is being offered at no charge.</b></li> <li><b>Registration to Connie DeLeo is requested.</b> <ul style="list-style-type: none"> <li><b>Attendee name and email address.</b></li> <li><b>AM or PM session.</b></li> </ul> </li> </ul> </li> </ul>
Exercises, Drills, and Actual Events	<p><u>Drill Notification</u></p> <ul style="list-style-type: none"> <li>LSU Campus Violence Exercise <ul style="list-style-type: none"> <li>Full scale exercise schedule for May 20 at 6:00pm.</li> </ul> </li> <li>Airport Drill <ul style="list-style-type: none"> <li>Plans for a full-scale drill will be initiated in the next few weeks. Updates to follow.</li> </ul> </li> <li>CHEMPACK Table Top Exercise <ul style="list-style-type: none"> <li>A functional exercise is being planned for early December.</li> </ul> </li> </ul>
Deadlines and To-Do's	<ul style="list-style-type: none"> <li>Final Grant Deadline is May 30, 2014. Must complete the needs assessment (survey) and provide proof of payment.</li> </ul>
<b>IMPORTANT DATES</b>	<p><b><i>Next Meeting – Wednesday, May 7 in Conjunction with START Triage Training</i></b></p> <ul style="list-style-type: none"> <li><b><i>This meeting will be held at MOHSEP from 8:00-8:30 followed by the first one-hour training session</i></b></li> </ul>